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Compiled by

CHARLES WALKER, Secretary 1886–1890,

AND

A. L. HAYWARD, Librarian.

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Hi

ALVI.
To

ELLEN F. LO\.
GRACE REED.

BOARD OF TRUSTEES FOR 1891.

ALDERMAN.

JOHN R. FAIRBAIRN.
Term expires Jan., 1892.

COMMON COUNCIL.

EDWARD C. WHEELER.
Term expires Jan., 1892.

SCHOOL COMMITTEE.

ALBERT M. BARNES.
Term expires Jan., 1892.

CITIZENS AT LARGE.

SAMUEL L. MONTAGUE.
Term expires Jan., 1892.

THOMAS WENTWORTH HIGGINSON.
Term expires Jan., 1892.

HENRY H. GILMORE.
Term expires Jan., 1893.

OLIVER H. DURRELL.
Term expires Jan., 1893.

ALVIN F. SORTWELL.
Term expires Jan., 1894.

JOHN H. H. MCNAMEE.
Term expires Jan., 1894.

SECRETARY.

OLIVER H. DURRELL.

LIBRARIAN.

ALMIRA L. HAYWARD.

ASSISTANTS.

ELLEN F. LOWELL.
GRACE REED.
ETTA L. RUSSELL.
GRACE CLARK.

BOARD OF TRUSTEES FOR 1890.

ALDERMAN.

ALVIN F. SORTWELL.
Term expires Jan., 1891.

COMMON COUNCIL.

EDWIN A. BINGHAM.
Term expires Jan., 1891.

SCHOOL COMMITTEE.

ALBERT M. BARNES.
Term expires Jan., 1891.

CITIZENS AT LARGE.

CHARLES WALKER.
Term expires Jan., 1891.

JOHN H. H. MCNAMEE.
Term expires Jan., 1891.

SAMUEL L. MONTAGUE.
Term expires Jan., 1892.

THOMAS WENTWORTH HIGGINSON.
Term expires Jan., 1892.

HENRY H. GILMORE.
Term expires Jan., 1893.

OLIVER H. DURRELL.
Term expires Jan., 1893.

SECRETARY.

CHARLES WALKER.

LIBRARIAN.

ALMIRA L. HAYWARD.

ASSISTANTS.

ELLEN F. LOWELL.

ETTA L. RUSSELL.

LIZZIE A. WILLIAMS.

GRACE REED.

ROSE FOLEY.

FORMER TRUSTEES.

MAYORS.

JOHN SARGENT, 1858, '59.
JAMES D. GREEN, 1860.
CHAS. THEO. RUSSELL, 1861, '62.
GEORGE C. RICHARDSON, 1863.
Z. L. RAYMOND, 1864.
J. WARREN MERRILL, 1865, '66.
EZRA PARMENTER, 1867.
CHARLES H. SAUNDERS, 1868, '69.
HAMLIN R. HARDING, 1870, '71.
HENRY O. HOUGHTON, 1872.
ISAAC BRADFORD, 1873-75.
FRANK A. ALLEN, 1877.
SAMUEL L. MONTAGUE, 1878, '79.
JAMES M. W. HALL, 1880.
HENRY H. GILMORE, 1889-90.

ALDERMEN.

JOHN REMICK, 1858.
JAMES P. RICHARDSON, 1859, '60.
LEVI L. CUSHING, Jr., 1861, '62.
GEORGE H. FOLGER, 1863, '64.
JOSEPH H. TYLER, 1865.
SUMNER ALBEE, 1866.
WILLIAM PAGE, 1867, '68.
JOHN S. MARCH, 1869, '70.
JOSEPH A. HOLMES, 1871, '72.
HAMLIN R. HARDING, 1873.
WILLIAM L. WHITNEY, 1874, '75.
GEORGE F. PIPER, 1876, '77.
JAMES A. FOX, 1878.
MOSES G. HOWE, 1879, '80.
HENRY H. GILMORE, 1881.
JOHN W. FAIRBANKS, 1882.
SAMUEL W. MCDANIEL, 1883, '84.
EDWARD R. COGSWELL, 1885-87.
ALVIN F. SORTWELL, 1888-90.

COUNCILMEN.

Marshall T. Bigelow, 1858–60.
Jared Shepard, 1861.
Joseph H. Tyler, 1862.
George P. Carter, 1863.
Samuel H. Folsom, 1864.
Sumner Albee, 1865.
Charles W. Eliot, 1866.
Jabez A. Sawyer, 1867.
Alvaro Blodgett, 1868.
Gustavus A. Smart, 1869, '70.
James Richardson, 1871.
Joshua G. Gooch, 1872.
George F. Piper, 1873-75.
Edward P. Tucker, 1876, '77.
Isaac A. Nay, 1878-80.
William B. Durant, 1881.
Samuel W. McDaniel, 1882.
Charles Bullock, 1883.
C. G. H. Bennink, 1884, '85.
Edgar R. Champlin, 1886.
John H. Corcoran, 1887.
Henry A. Doherty, 1888.
Edward A. Bingham, 1889–90.

CITIZENS AT LARGE.

George Livermore, 1858–65.
Wm. W. Wellington, 1858–73.
Anson Hooker, 1858–69.
Charles Deane, 1865–75.
Anson P. Hooker, 1870–74.
John S. March, 1873–84.
John B. Taylor, 1874–76.
Hersey B. Goodwin, 1876–86.
Edward P. Tucker, 1878–80.
John Conlan, 1881–83.
George H. Folger, 1881–83.
Samuel L. Montague, 1881–90.
Joseph J. Kelley, 1884–89.
Jabez A. Sawyer, 1883–88.
Henry H. Gilmore, 1885–90.
Charles Walker, 1886–90.
Oliver H. Durrell, 1888.
John H. H. McNamee, 1889–90.

HISTORY

OF THE

CAMBRIDGE PUBLIC LIBRARY.

HISTORICAL.

THE Cambridge Public Library had its origin in the Cambridge Athenæum, which was incorporated in February, 1849, for the purpose, as is stated in its charter, "of establishing and maintaining in the City of Cambridge a lyceum, public library, reading-room, lectures on scientific and literary subjects, and for promoting such other kindred objects as the members of the corporation shall from time to time deem advisable and proper."

In October, 1850, a lot of land, containing ten thousand square feet, and situated on the corner of Main and Pleasant Streets, in Cambridgeport, was presented to the corporation by Mr. Edmund T. Dana, of Cambridge, and accepted at a legal meeting held on the twenty-fifth of that month. The deed of gift contained the following conditions: (1) That the corporation should, within two years, erect upon the land, and complete, so as to be fit

for occupation, a building suitable for the purposes of the Cambridge Athenæum, as set forth in the act whereby the same was incorporated. (2) That the land and building (with the exception of the lower story and cellar of the building, which might be used for other purposes) should be used forever for the purposes of a lyceum, public library, reading-room, lectures on scientific and literary subjects, and for promoting other kindred objects, as set forth in the Act of Incorporation.

In the following year an edifice, named the "Athenæum," was erected upon the land presented by Mr. Dana, at a cost of about $18,000; it was dedicated and opened to the public in November, 1851. It appears, then, that one of the chief objects of this corporation in obtaining a charter, and of Mr. Dana in his gift of land to the corporation, was the establishment and maintenance in the City of Cambridge of a Public Library. A reading-room, which was also contemplated, was abandoned, after trial, for want of support.

In April, 1855, the Directors received official notice that the late Mr. James Brown, of Watertown, had bequeathed books to the value of $1,000 to the

Athenæum, and had directed his executors to purchase and deliver the same, agreeably to a list to be furnished by the Directors.

Immediate measures were taken to establish the contemplated Library. A commodious room was set apart and furnished in the Athenæum building; a code of Regulations was adopted; and a Catalogue of the books received from the bequest of Mr. Brown, and of the few volumes contributed from other sources was prepared and printed. The cost of printing the Catalogue, and the other incidental expenses, were defrayed by a timely donation of $250, made for that purpose by the executors of the will of the late Mr. Thomas Dowse, of Cambridge. After various delays incident to such undertakings, the Library was opened for the delivery of books in November, 1857. Miss C. F. Orne was appointed Librarian. According to the Regulations, any person residing in Cambridge, known to the Librarian, or recommended by any citizen thus known, was entitled to the use of the Library, upon the payment of one dollar per annum, and subscribing a promise to comply with the regulations adopted for its management.

In March, 1858, the Athenæum Corporation disposed of its real estate and personal property to the City of Cambridge. The Library was also transferred to the City; the City obligating itself to contribute not less than $300 per annum, for the term of fifteen years, for its support and increase, and to maintain it forever for the use of the inhabitants of Cambridge.

The Obligation above referred to was in the the following words: —

To all men to whom these Presents shall come,
The City of Cambridge sends greeting:

Whereas, EDMUND T. DANA, Esq., of Cambridge, hath heretofore conveyed to the Cambridge Athenæum a certain parcel of land in Cambridge, at the corner of Main Street and Pleasant Street, so called, and in his deed thereof imposed certain conditions and restrictions; and hath, by his subsequent deed to said Cambridge Athenæum, released said land from said conditions and restrictions; and said Cambridge Athenæum hath since conveyed said land, with the building thereon, to the City of Cambridge, —

Now, know ye: That in consideration of the premises, and of One Dollar to the said City paid by him, the said Edmund T. Dana, the receipt whereof is hereby acknowledged, the said City of Cambridge doth hereby

covenant and agree to and with the said Edmund T. Dana, his heirs, executors, and administrators, that the said City of Cambridge will, from and after the date hereof, forever maintain, for the benefit of the inhabitants of Cambridge, under reasonable regulations, that Library heretofore owned by said Athenæum, but now owned by said City, and all additions made thereto; and will expend upon said Library, for the increase and care thereof, not less than Three Hundred Dollars every year, for the term of fifteen years hereafter next ensuing.

In witness whereof, the Mayor of said City, thereunto by a vote of the City Council duly authorized, hath subscribed hereto the name of said City, and affixed the common seal thereof, this first day of April, A.D. eighteen hundred and fifty-eight.

THE CITY OF CAMBRIDGE,
By JOHN SARGENT, *Mayor.* [SEAL.]

Attest
JUSTIN A. JACOBS.

The foregoing is a true copy of the Obligation given by the City of Cambridge to Edmund T. Dana, being taken (with the exception of the date and execution) from the original draft thereof, reported by the Joint Special Committee on the Purchase of the Athenæum Building, and approved by the City Council, April 1, 1858.

Attest:

JUSTIN A. JACOBS,
City Clerk.

In consideration of this obligation assumed by the City, Mr. Dana released the Athenæum Corporation from the conditions contained in his deed of gift. The "Athenæum" thenceforth became the "City Hall;" and the "Athenæum Library," now the property of the City, received the name of the "Dana Library," in accordance with the following Ordinances: —

City of Cambridge.

In the year One Thousand Eight Hundred and Fifty-eight.

AN ORDINANCE

IN RELATION TO THE DANA LIBRARY.

Be it ordained by the City Council of the City of Cambridge, as follows: —

SEC. 1. — The Library received of the "Cambridge Athenæum" shall be called the Dana Library.

SEC. 2. — The care, superintendence, and management of said Library shall be vested in a Board of Trustees, to consist of one member of the Board of Aldermen, one member of the Common Council, and three citizens at large, — to be chosen as hereinafter provided, — of which the Mayor of the City of Cambridge shall be a member and Chairman, *ex officio*.

SEC. 3. — There shall be elected forthwith, in convention of the City Council, one member of the Board of Aldermen and one member of the Common Council, to hold office for the current municipal year; and three

citizens at large, one of whom shall hold office for one year, one for two years, and one for three years, from the third Monday of January last, their several terms of office to be determined by lot. And annually thereafter, in the month of January, there shall be chosen one member of the Board of Aldermen, one member of the Common Council, to serve for the current municipal year; and one citizen at large, whose term of office shall be three years from the third Monday of said January. And in case of a vacancy in said Board of Trustees by death, resignation, or otherwise, such vacancy shall be filled forthwith, in the manner aforesaid.

SEC. 4. — Said Board of Trustees shall meet and organize as soon as may be; may choose one of their number Secretary; and three members of said Board shall constitute a quorum for the transaction of business. They shall choose forthwith, and thereafter annually in the month of January, a suitable person to be Librarian, — who shall be removable at the pleasure of the Board, and shall receive such compensation as the Trustees may, from time to time, determine; provided, however, the amount shall in no case exceed the sum especially appropriated by the City Council therefor. And in case the amount appropriated by the City Council for salary of Librarian shall exceed the amount paid by said Trustees, the balance shall be expended in the purchase of books for said Library.

SEC. 5. — The Trustees shall expend all moneys presented to the Library, or appropriated by the City Coun-

cil, for the purchase of books or the improvement of the Library. They may establish such fees for the use of said Library, and shall make and publish such needful By-Laws and Regulations as shall extend the benefits of the institution as widely as practicable throughout the community; and all moneys received for the use of the Library shall be paid quarterly into the City Treasury.

SEC. 6. — The said Trustees shall present to the City Council, on or before the first day of December in each year, a report of all their acts, doings, and proceedings, and a statement of the condition of the Library, the number of books added during the past year, with an accurate account of all receipts and expenditures, together with such information and suggestions as they may deem desirable.

SEC. 7. — No money shall be paid from the City Treasury on account of the Library except by order of the Trustees, and in pursuance of an order signed by the Mayor; and in no case shall the amount drawn exceed the amount appropriated for the Library.

IN COMMON COUNCIL, June 24, 1858.

Passed to be Ordained.

JAMES C. FISK, *President.*

IN BOARD OF ALDERMEN, June 30, 1858.

Passed to be ordained.

JOHN SARGENT, *Mayor.*

A true copy. Attest:

JUSTIN A. JACOBS, *City Clerk.*

I hereby certify that on the twenty-eighth day of July, A.D. eighteen hundred and fifty-eight, in Convention of both branches of the City Council, John Remick, of the Board of Aldermen, Marshall T. Bigelow, of the Common Council, and Messrs. George Livermore, Edmund T. Dana, and Anson Hooker, at large, were elected Trustees of the Dana Library; that the respective terms of office of the three gentlemen last named were determined by lot, when it appeared that George Livermore was elected to serve one year, Anson Hooker for two years, and Edmund T. Dana for three years.

I further certify that on the eleventh day of August, A.D. eighteen hundred and fifty-eight, in convention of both branches of the City Council, W. W. Wellington was elected a member of the Board of Trustees of said Library, in place of Edmund T. Dana, who had declined to accept office.

Attest: JUSTIN A. JACOBS,
City Clerk.

The intentions of Mr. Dana in relation to the Library, which till 1879 bore his name, are evident from the following clause, being clause No. 23 of his last will and testament:—

"I give to Edmund T. Hastings and to William W. Wellington, and to the survivor of them, fifteen thousand dollars, in trust, to appropriate the same in such manner as I may by any instrument in writing under my hand appoint."

In a separate instrument, bearing the same date as the will, the testator did direct as follows: —

"To Edmund T. Hastings and William W. Wellington, or whosoever else may execute the trust created by the twenty-third clause of my will:

"The sum of fifteen thousand dollars, bequeathed by the said twenty-third clause, is to be paid over, if and whenever my trustees or trustee shall deem it expedient to do so, to the City of Cambridge, to be held by the said City in trust, as an entire fund, the income thereof to be appropriated annually, forever, to the increase and support of the library of the Cambridge Athenæum: provided, however, that if and whenever my said trustees or trustee shall be of opinion that it is not expedient that the said sum of fifteen thousand dollars should be so appropriated, the same to be paid over to my heirs-at-law; and provided, further, that the said capital sum be paid over, either to said City of Cambridge, or to my heirs-at-law, within three years from my decease.

EDM. T. DANA."

The Trustees appointed by the will, in an instrument signed by them and transmitted to the City Council, signified their intention to pay this sum of fifteen thousand dollars to the City of Cambridge, whenever they should receive it from Mr. Dana's executor.

It unfortunately happened that the instrument referred to in Mr. Dana's will and copied above, though signed by Mr. Dana, was not duly attested. It was therefore contended by the residuary legatees, "that, by the twenty-third clause in the will, nothing passed to the City of Cambridge, the same not being named as legatee; and it not being competent for a testator, by a duly executed will, to create for himself a power to dispose of his estate to legatees by another instrument not duly executed as a will or codicil." The case was brought, by the administrator, with the will annexed, before the Supreme Court of this State, which, after a full hearing, decided that the twenty-third clause in the will, with the unattested instrument signed by Mr. Dana, did not "create a valid bequest to the City of Cambridge."

Thus were the generous intentions of Mr. Dana frustrated, and the munificent donation, which he designed for the Library, passed into the hands of his residuary legatees.

In 1874 the Library was made free to the public, and in June of that year Miss Orne was succeeded by the present Librarian.

In 1875 the Library was arranged by subjects, and a new catalogue was issued. In 1879, by vote of the City Government, the name of the library was changed to the Cambridge Public Library, thus identifying it more closely with the other public institutions of the city.

The catalogue printed in 1875 was followed by five supplements, and these by six bulletins. The library had increased, meanwhile, from seven to eighteen thousand volumes; and in 1885 the need of a new catalogue had become imperative. An additional appropriation of two thousand dollars was granted, in 1886, for this purpose, and the new catalogue was issued in 1887.

This catalogue contained about eighteen thousand five hundred volumes. It was prepared by Miss Lizzie A. Williams, and compiled from the Librarian's card catalogue.

The books are entered by author, and title or subject, most of them appearing twice. Histories and works of travel are to be found under the countries of which they treat, and also under the surnames of their authors. Biographies appear under the surnames of subject and of author. Works of fiction

may be found under their authors, or the first word of their titles not an article.

The subject entries are limited to those which seemed indispensable, and include Archæology, Architecture, Arctic Explorations, Art, Astronomy, Bible, Biography (general works), Botany, Chemistry, Christianity, Cookery, Costume, Drainage, Drawing, Education, Etiquette, Electricity, Fish and Fishing, Games, Gardening, Geology, Health, History (general works), Home, Literature (general works), Music, Mythology, Ornithology, Painting, Physics, Political Economy, Religion, Socialism, Steam Engine, Telegraph, Voice Culture, Woman, Zoölogy, and others less important.

In addition to this general catalogue completed in 1887, a separate list of children's books was prepared early in 1888. The intent of this catalogue was to save much wear of the larger catalogue; and, as it embraces all the juvenile books of the Library as well as other books especially useful and instructive to young people, it has been found to be of great service to all.

The crowded state of the rooms occupied by the Library had begun to attract general attention, and

a movement had been made by several private citizens toward providing better accommodations, when unexpectedly

THE DAY DAWNED,

and a munificent offer by Mr. Frederick H. Rindge, formerly of Cambridge, but then residing in Los Angeles, California, was made public through Hon. William E. Russell, then mayor of Cambridge.

On June 14, 1887, Mr. Rindge, being in Boston, sent to the City Council the following communication: —

BOSTON, June 14, 1887.

HON. WILLIAM E. RUSSELL:

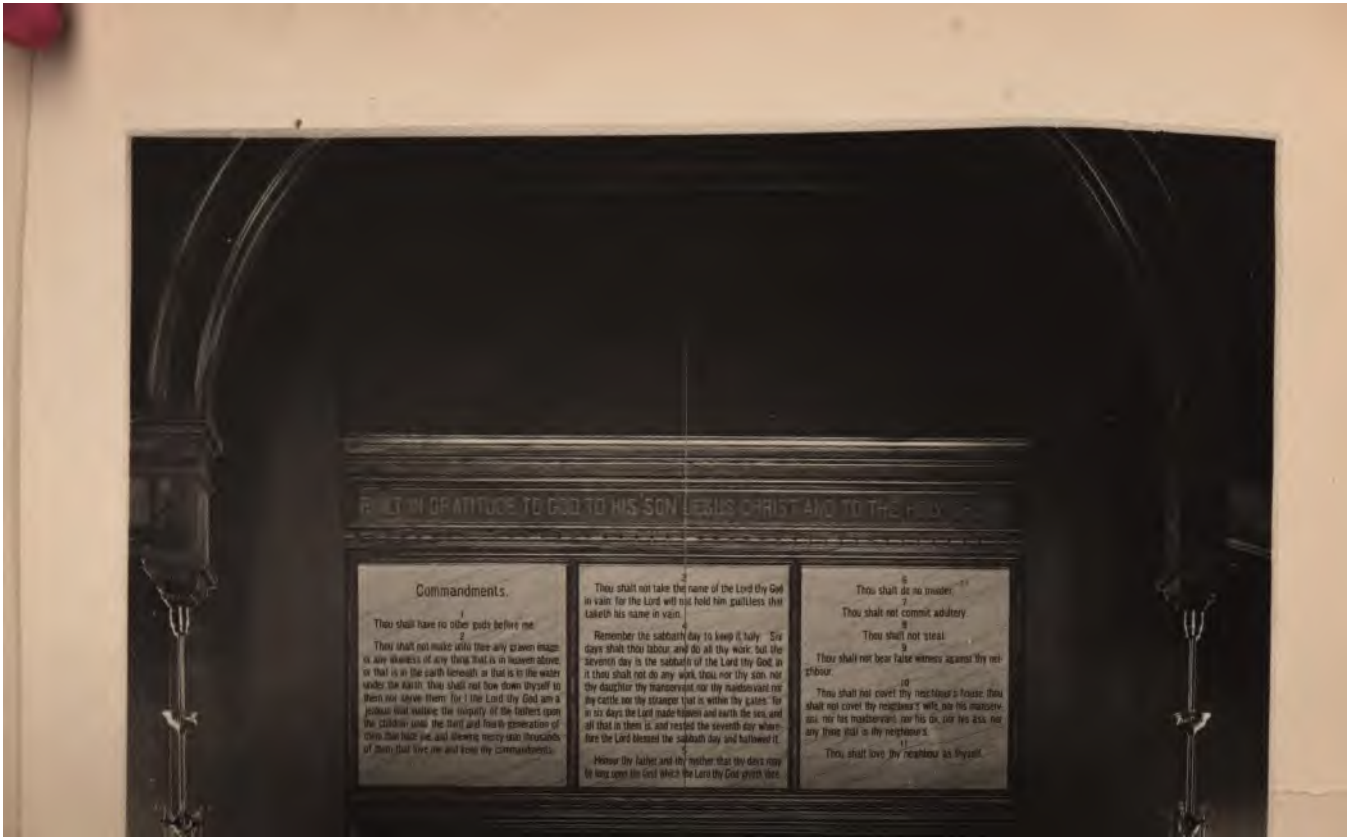
DEAR SIR, — It would make me happy to give the City of Cambridge the tract of land bounded by Cambridge, Trowbridge, Broadway, and Irving streets, in the City of Cambridge, and to build thereon and give to said city a Public Library building, under the following conditions, — That on or within said building, tablets be placed bearing the following words:

First, — Built in gratitude to God, to His Son Jesus Christ, and to the Holy Spirit.

Second, — The Ten Commandments, and "Thou shalt love thy neighbor as thyself."

Third, — Men, women, children, obey these laws. If you do, you will be happy; if you disobey them, sorrow will come upon you.

Fourth, — It is noble to be pure; it is right to be honest: it is necessary to be temperate; it is wise to be industrious. — but to know God is best of all.


Commandments.
1
Thou shalt have no other gods before me.
2
Thou shalt not make unto thee any graven image, or any likeness of any thing that is in heaven above, or that is in the earth beneath, or that is in the water under the earth: thou shalt not bow down thyself to them, nor serve them: for I the Lord thy God am a jealous God, visiting the iniquity of the fathers upon the children unto the third and fourth generation of them that hate me, and shewing mercy unto thousands of them that love me and keep my Commandments.
3
Thou shalt not take the name of the Lord thy God in vain: for the Lord will not hold him guiltless that taketh his name in vain.
4
Remember the sabbath day, to keep it holy. Six days shalt thou labour, and do all thy work: but the seventh day is the sabbath of the Lord thy God: in it thou shalt not do any work, thou, nor thy son, nor thy daughter, thy manservant, nor thy maidservant, nor thy cattle, nor thy stranger that is within thy gates: for in six days the Lord made heaven and earth, the sea, and all that in them is, and rested the seventh day: wherefore the Lord blessed the sabbath day, and hallowed it.
5
Honour thy father and thy mother: that thy days may be long upon the land which the Lord thy God giveth thee.
6
Thou shalt do no murder.
7
Thou shalt not commit adultery.
8
Thou shalt not steal.
9
Thou shalt not bear false witness against thy neighbour.
10
Thou shalt not covet thy neighbour's house, thou shalt not covet thy neighbour's wife, nor his manservant, nor his maidservant, nor his ox, nor his ass, nor any thing that is thy neighbour's.
11
Thou shalt love thy neighbour as thyself.

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THE TABLETS.

Fifth, — (Words for this tablet to be given hereafter.)*

It is my wish that a portion of said tract of land be reserved as a playground for children and the young. I ask you to present this communication to the city government of Cambridge, and notify me of its action in relation to it. Should the gift be accepted, I hope to proceed at once with the work.

Yours respectfully,

FREDERICK H. RINDGE.

The mayor then said that he had received another letter from Mr. Rindge, which read as follows: —

BOSTON, June 15, 1887.

HON. WILLIAM E. RUSSELL:

DEAR SIR, — Should the City of Cambridge accept my gift of land and Public Library building, I suggest that a committee, composed of the following named citizens of Cambridge, be appointed by the city government of Cambridge to confer with my agent, Mr. Francis J. Parker, in matters relating to the accomplishment of the purposes of the building and land: Mr. Justin Winsor, Col. T. W. Higginson, Hon. Samuel L. Montague, Hon. William E. Russell.

Yours respectfully,

FREDERICK H. RINDGE.

* The words for this tablet afterward furnished were as follows: "Paul the Apostle besought men to present their bodies a living sacrifice, holy and acceptable unto God. The body must not be dishonored by impure acts. Wise are they who protect the purity of their blood and preserve their strength by living pure lives."

The mayor continued: —

"The tract of land contains nearly 115,000 square feet. It is bounded 224 feet each on Broadway and Cambridge Streets, 590 feet on Trowbridge Street, and 520 feet on Irving Street. He desires, and I think it would at once meet the approbation of the city, that the land should be laid out as a public park. It is amply large enough for this purpose. In regard to the building, I would say it will cost between $70,000 and $80,000, and will be as artistically built and as beautiful as could be erected on the lot. The plans have been prepared, and are at present in the hands of Mr. Rindge's agent. Mr. Rindge goes to California Friday. He leaves his property and affairs in charge of Mr. F. J. Parker. I suggest that immediate action be taken in the matter. I have prepared a set of resolutions which I beg to present to the Board. They are as follows: —

"*Resolved*, That the city of Cambridge accepts with profound gratitude the munificent gift of Mr. Frederick H. Rindge, of land and buildings for a Public Library as stated in his letter of June 14, 1887; that the city accepts it upon the conditions stated in said letter, which it will faithfully and gladly observe as a sacred trust, in accordance with his desire.

"*Resolved*, That in gratefully accepting this gift, the city tenders to Frederick H. Rindge its heartfelt thanks, and desires to express its sense of deep obligation to him, recognizing the Christian faith, generosity, and public spirit that have prompted him to supply a long-felt want by this gift of great and permanent usefulness."

The convention then adjourned.

On the reassembling of the Board of Aldermen, on motion of Alderman Kelley, the resolutions were unanimously adopted. On motion of Alderman Ball, the gentlemen whose names are mentioned in the letter were invited to serve on the committee. The Council concurred in both these orders.

The gentlemen named by Mr. Rindge accepted the trust, and plans from five of the leading architects of the country were submitted to them. Those presented by Messrs. Van Brunt & Howe were finally selected, and the building was begun in the autumn of 1887 and completed in June of 1889.

THE LIBRARY BUILDING.

The library building, a fine specimen of modified Romanesque architecture, is an ornament to the city and a perpetual monument to the wise generosity of its donor. The material used is known as "Dedham wood stone," a light-brown granite found in the woods of Dedham, Mass. This is relieved by trimmings of Longmeadow brown sandstone. It is externally 130 feet long and 45 feet deep, with a beautiful arched entrance near the base of a stately round tower. These, with the general attractive form of the

building, give it a distinctive character suited to its purpose. The elaborately carved capitals of the pillars and the frieze on the Irving Street end of the building attract general admiration. The interior is finished in ash; and the coloring of the walls is in terra-cotta, old gold, or olive green shades. A fine reading-room 20 × 60 feet in dimensions, being thoroughly finished to its arched roof and well lighted by electricity, affords a place for quiet study and reading, so desirable in every library. The Cambridge Memorial Rooms are furnished with numerous cases and drawers, in which to preserve souvenirs of the artists and authors of Cambridge, past, present, and future.

The book-room, or "stack," as it is called, occupies the rear wing, and has a capacity of 85,000 volumes. This is as nearly fire-proof as possible, having iron bookcases extending from the basement to the third story; iron floors and stairs, and fire-proof doors shutting it off from the main building. The books are at present arranged thus: basement, periodicals and government publications; first floor, fiction and juvenile books; second floor, biography, history, and travel; third floor, miscellany, science, art, and poetry.

As the library now contains about 30,000 volumes, there is abundant shelf room for the next ten years.

During the month of June the books belonging to the library were called in, preparatory to moving them. The more valuable books, comprising the Reference Library, were moved before the dedication of the new building, which occurred on the twenty-ninth of June, 1889. The presentation of the deed of gift was made on behalf of Mr. Rindge, by Francis J. Parker, Esq., his agent, and accepted by Hon. Henry H. Gilmore, mayor of Cambridge. He in turn presented the key of the building to Hon. Samuel L. Montague, President of the Board of Trustees, who replied by appropriate words of thanks for the generous and beautiful gift. Other interesting and suggestive addresses were made by Col. T. W. Higginson of the Board of Trustees, and Mr. S. S. Green, Librarian of the Worcester Public Library.

The remainder of the books were moved during the next week, and the library opened to the public on the first Monday in August, having been closed to the public during June and July.

OUTSIDE DELIVERY STATIONS.

Desiring to meet the wants of those living at a distance from the library, the trustees have, during the past two years, established six delivery stations, where books from the library are received and delivered three times a week. These stations are as follows: in Cambridgeport, at 617 Main Street, 169 Pearl Street, and at the corner of Main and Washington Streets; in East Cambridge, at the corner of Cambridge and Third Streets; in North Cambridge, at 226 North Avenue; in Belmont District, on Holworthy Street. These stations have proved to be a great convenience to those readers who cannot often visit the library itself.

After the Local Deliveries were found to work smoothly a system of School Deliveries was initiated. The teachers being called together for this purpose by the School Committee, to the number of about sixty, the plan of the proposed delivery was submitted to them and their suggestions were received. Under the plan adopted the deliveries were made weekly to each school, — some on Monday, some on Wednesday, and some on Friday, — baskets for the purpose being

provided by the School Committee. Ten books were allowed to each teacher of the high schools or of the upper grade of grammar schools, the teachers being responsible for the books, and using them at their discretion among their pupils. The teachers were allowed to select their own books, or to receive aid from the librarians in so doing. By this weekly delivery of books to be used as the teachers direct, the public schools and the library have been brought into closer relations with each other, and a large amount of good reading has been put into the hands of the scholars. It has been the aim of teachers and librarian to make this a means of elevating the taste of our young people by introducing them to better books than they would themselves select.

THE MEMORIAL ROOMS.

The Cambridge Memorial Rooms, devoted to the history of the city, have already begun to attract many visitors. Here are to be preserved the works of Cambridge authors and artists, and such memorials of them as may be donated or purchased. Several hundred volumes have already been placed in these rooms, which are fast filling with books and

historic souvenirs. The outer room is appropriated mainly to historical memorials, and books or manuscripts referring to the history of Cambridge, while the inner room is devoted to the works of Cambridge authors and artists, to include, it is hoped, many MS. memorials and portraits. It is not proposed to place in this room the memorials of the municipal history of Cambridge, or the portraits of those who have taken prominent parts in that, since for those memorials the new City Hall would seem the more fitting place, but all else that concerns Cambridge would seem properly recorded here. For instance, there have been already presented to the Memorial Room the bound records of three of the earlier literary associations of our city, the (second) Social Library of 1827, the Franklin Library Association of 1843 (8 vols.), and the Irving Literary Association (2 vols.), all preserving in their recorded addresses, proceedings, and debates, an indestructible memorial of the studies and aspirations of the last generation and its predecessor. Such things are unique, and the place for them is a town or city library, which should also aim to possess, more completely than they can be brought together anywhere else, the memorials of its men of note.

HELIOTYPE PRINTING CO. BOSTON, MASS.

THE READING ROOM.

READING-ROOM.

A reading-room was established by the Trustees in 1872, and opened to the public in 1873. It was well appreciated, but its small size and inconvenient facilities were a frequent source of regret. It so continued, however, with but little improvement for want of room, until the advent of the new building. Of the great advantage of such a room, there was no reasonable doubt. A reading-room is a valuable appendage to a library; for many resort to it, not only to read the newspapers and periodicals, but to quietly consult standard books of reference. We are glad, therefore, that we have in our new building a commodious and suitable room for this department, so valuable an auxiliary to the library and one which is becoming more and more useful. Here in open shelves about the room the Reference Library is arranged, and at all hours of the day and evening readers may be found availing themselves of the privileges thus offered. Here, also, may be read the current magazines. The daily and weekly newspapers are on file in the reading-room in the second story.

The work of the library is that of an educator, and its aim is to improve and help all who come within its

influence. Many of its patrons are scholars in our public schools. Some are mechanics and laborers in workshops and factories, or clerks in stores and counting-rooms. Some are students, or inquirers for more light on special subjects. To all these, and to those who have an earnest desire for books but who cannot afford to purchase them, the public library is an inestimable blessing. The efforts of the Trustees have been to make it as complete a storehouse of information as possible for all classes and all ages of readers. In making their selections, they have endeavored to satisfy the proper wants of all. Hence standard encyclopædias and works of reference have been purchased, as well as valuable books of art and general literature, with volumes of biography, history, poetry, religion, science, travel, and the better class of fiction. Of late, many books in foreign languages, largely scientific and technical, have been added. The open and free use daily of all this varied mass of information and reading matter, with comfortable rooms for its perusal, can be no other than an incalculable good; and it is one of the highest trusts, of which the city cannot be too careful, and to which it should accord a generous support.

The value of our library has not hitherto been fully known or appreciated; nevertheless it has silently, but none the less effectually, been doing good work. It has increased since 1874, when it was made free to the public, from 6,672 volumes to 30,000. During this time the circulation has been as follows: —

Year.	Volumes.	Year.	Volumes.
1874	47,327	1882	78,934
1875 (9½ months)	62,289	1883	83,975
1876	82,312	1884	79,840
1877	81,241	1885	83,016
1878	90,447	1886	78,206
1879	87,277	1887	84,282
1880	83,184	1888	86,221
1881	82,850	1889 (10 months)*	79,961

1890.	From the Library	82,290 vols.
	From schools and Local Street	22,237 "
	Total	104,527

A Supplement to the large Catalogue of 1887 has lately been put in print, containing the accessions of three years, or about 10,000 volumes additional, thus making a complete list up to January, 1891.

Much thought and consideration will be required in devising plans to make our library still more successful

* Two months, June and July, were occupied in moving to the new building.

in its work and in its future career of usefulness. Improvements should be promptly introduced as experience may suggest their necessity. Liberal provision must be made in the future to enable the Trustees to keep it in good condition, thoroughly up with the times, and fully equal to the demands of the people upon it.

LEGACIES.

In the year 1873 Mr. Isaac Fay, a public-spirited citizen of Cambridge, bequeathed to the library $1000, the income of which was to be expended in the purchase of books for the library. This money, received in 1874, was then invested in a demand note of the city, dated November 30, 1879, bearing six per cent interest and made payable to the Trustees of the Dana Library, as the Library was then called. By vote of the Finance Committee of the city this sum was taken from the city treasury in 1888 and paid over to the Trustees of the Public Library, who then reinvested it in a $1000 Cambridge City Bond, No. 83, dated August 1, 1888, bearing four per cent interest, which bond is in the custody of the City Treasurer. The income from this fund

has been regularly expended by the Trustees in the purchase of books for the library in accordance with the wish of the donor, and an especial account of these purchases kept on record.

The Fay legacy was the only one of the kind the Library had received up to the year 1889. In June of that year there was added a gift, by will, of $2000, from the late Daniel P. Cummings, of East Cambridge, the annual income of which was to be expended in the purchase of non-sectarian books. This money was also invested by the Trustees in a Cambridge City Bond bearing interest at four per cent, which bond is also in the hands of the City Treasurer.

THE CITIZENS' SUBSCRIPTION FUND.

Outside of the annual appropriation of the city (far too small a sum for the increasing needs of the Library), only the small income ($120) of these two donations was available for the purchase of books. The approaching removal of the Library from its then cramped and insufficient quarters on Main Street to the beautiful, well-appointed, and commodious building so generously presented to the city by Mr. Rindge for its future use, seemed to many of our

citizens "a suitable time to make it more what a public library ought to be, and at the same time express in what would seem a most suitable and appropriate manner our appreciations of Mr. Rindge's conspicuous liberality."

Largely through the efforts of Col. T. W. Higginson and a few others, such a movement was set on foot. In the Board of Trustees, February 25, 1889, and by a previous report to the Board a few days before, Colonel Higginson suggested the advisability of the Trustees taking some prompt action in regard to holding a public meeting for the purpose of making an especial appeal to the Cambridge community, calling attention to the opportunity afforded by the removal for the enlarging and strengthening of the Library, and asking for contributions of books, especially in the department of permanent reference books, sets of periodicals, works in foreign languages, etc., also recommending that subscriptions be solicited both for a permanent fund and for immediate outlay.

The Board of Trustees voted to call such a meeting of the citizens at the Industrial School building, on the 9th of March, 1889. This meeting was held at the time named, about eighty persons being present,

evincing much interest in the proposed plans, and taking further measures to carry forward the work. A subsequent meeting was held at Odd Fellows' Hall, Main Street, Cambridgeport, on April 1, 1889, and a Finance Committee appointed to secure the necessary funds. After careful consideration of the needs of the Library it was thought best by this committee to ask for the sum of $30,000, — a part to be applied to the immediate purchase of books, and a part to be invested as a permanent fund. Through the energetic and continued efforts of this committee, about $13,000 has already been subscribed, of which $8,000 in cash has been transferred to the Treasurer of the Board of Trustees of the Cambridge Public Library, $5,000 of which was at once, by vote of the Trustees, invested in the purchase of a Cambridge City Sewer Loan Bond, dated May 1, 1890, running twenty years, and bearing four per cent interest. The balance of the money received ($3,000) has been expended in the purchase of standard works largely of a scientific and technical character, some of which are in French, German, Italian, Spanish, and Swedish languages, and also for much needed encyclopædias and other books of reference.

Besides these gifts of money, the library has been favored with many donations of books, paintings, and interesting souvenirs, among which may be mentioned the following: From the late Daniel Mansfield, who was deeply interested in educational matters, twenty-seven bound volumes of "The Massachusetts Teacher," as useful reference books for teachers; from Denman W. Ross, a generous donation of about five hundred interesting miscellaneous works; and more recently a very valuable and extensive donation by the late Mrs. Anna L. Möring, consisting of 2,279 volumes in English, Latin, Greek, and German; also with these books were given about thirty framed oil-paintings, including several valuable copies of the works of the old masters in European galleries, which paintings now adorn the Library walls.

From Dr. B. A. Gould the Library received 226 vols.; from Dr. A. P. Peabody, 147 vols.; from Col. T. W. Higginson, 144 vols.; from W. J. Rolfe, 63 vols.; from Miss C. M. Harris, 47 vols.; from Mrs. Harriet W. Sewall, 42 vols.; from John Bartlett, 35 vols.; from Mrs. M. E. MacKaye, 25 vols.; from Mrs. J. C. Fiske, 21 vols.; from Miss A. S. Higginson, 13 vols.; from Rev. F. E. Abbott, 11 vols.; from Rev. J.

H. Allen, 9 vols.; from Mrs. J. B. Taylor, 9 vols.; from Prof. C. E. Norton, 5 vols.; from Miss M. R. Wallcut, 5 vols.; besides numerous volumes from the American Antiquarian Society, the State of Massachusetts, and from the United States. The Library is also indebted to Prof. W. W. Goodwin, Misses Wyeth, Murdoch, and Bullard for a large number of unbound periodicals; to Hon. W. R. Orcutt and to Mr. R. I. Atwill for several volumes of government publications; and to many others whose names space will not permit mention.

We hope, as time goes on, that benefactions from others will follow these gifts and that of the new building, and that from these the influence of the library as a power for good in the community may be increased a hundredfold. Donations to the Memorial Room or funds whose annual income might be spent for books would help to place the library on a more secure basis, and at the same time add to its attractiveness and future usefulness. While we prefer that all gifts should be free from conditions, the Trustees will be glad to receive donations with any reasonable conditions, when donors desire to make their gifts in that way by reason of their interest in any special topic.

RULES AND REGULATIONS

OF THE

CAMBRIDGE PUBLIC LIBRARY.

RULES AND REGULATIONS.

I.

ANY person residing in the city of Cambridge, above thirteen years of age, who is made known as such to the Librarian, shall be entitled to the use of the Library, upon signing a promise to comply with such rules as may be adopted for its management.

II.

The Library shall be open for the delivery of books daily, from 10 A. M. until 8 P. M. (Sundays and legal holidays excepted). The Reference Library and Reading-Room will remain open until 9 P. M.

III.

Subscribers shall be allowed to take one volume at a time, and to retain the same one or two weeks, according to the class to which it belongs. Any book retained two weeks beyond the time allowed shall be sent for by the Librarian, and the expense

of obtaining it shall be paid by the delinquent. No person owing a fine shall receive books from the Library until the same is paid. Books will not be exchanged on the day they are issued. One day at least must elapse between the issue and the return of a book, provided another be wanted.

IV.

Every person entitled to the use of the Library shall receive a printed slip, on which must be entered the shelf-number of the book that is desired; and this slip shall be presented in order to obtain the book.

V.

To secure as far as possible equal advantages to all, any person keeping a book longer than the time allowed shall pay a fine of two cents per day, according to the class to which the book may belong, for each day until the book is returned.

VI.

Books which it is desirable to retain always in the building for the purpose of reference shall be placed in the Reference Library, and marked "R. L." in the

catalogues. These books may be taken freely from the shelves, but are not to be removed from the building without special permission of the Librarian.

VII.

Books that are of a rare and costly character, or for any reason are unsuitable for general circulation, will hereafter be assigned to the Limited Department, and marked "L. D." in the catalogue. These shall not be taken from the Library, unless by written consent of two of the Trustees. Persons entitled to the use of the Library may receive such books for consultation in the rooms, at the discretion of the Librarian.

VIII.

All injury to books beyond reasonable wear, and the value of all books lost, shall be made good, to the satisfaction of the Trustees, by the person liable. Every book detained more than four weeks may be deemed as lost. Writing on books, even for corrections of the press, is unconditionally forbidden.

IX.

All persons will be required to conduct themselves quietly while in the Library, and no loud conversation will be permitted.

X.

Local delivery stations will be from time to time established in different parts of the city, to which books will be sent on Monday, Wednesday, and Saturday afternoons. Cards and slips of application may be deposited at these stations, and these, with the books returned by borrowers, will be collected on the mornings of the aforesaid days.

XI.

Teachers in the High Schools and in the upper classes of each Grammar School may take ten books each, on special cards, for school use, subject to the usual restrictions as to time and keeping. These books will be sent to the schoolhouses on Thursday and Friday, and collected in the same manner as the local deliveries.

XII.

Any person abusing the privilege of the Library, by a violation of these regulations, or in any other way, shall be immediately reported to the Trustees; who may, if they think the case requires it, exclude such person for a time, or permanently, from the use of the Library, according to the nature of the offence.

DUTIES OF THE LIBRARIAN.

DUTIES OF THE LIBRARIAN.

To have charge of the Library and all connected therewith, and to be responsible for due care in keeping the same.

To attend in person or by assistants during the time of the delivery of books, and to perform such duties in connection with the Library as the Trustees may require.

To enter, in a book to be provided for that purpose, every volume when received, its cost if purchased, or the name of the donor if given, and to cause it to be properly numbered.

To make an alphabetical catalogue of all books belonging to the Library, which shall be open to the public during the hours for the delivery of the books.

To acknowledge all gifts to the Library, as soon as they have been reported to the Trustees, and accepted by them.

To cause all books, pamphlets, maps, etc., belonging to the Library, to be marked or stamped with the words, "CAMBRIDGE PUBLIC LIBRARY."

To cause every volume intended for circulation to be neatly numbered and labelled, and to have attached to it

such rules as apply to those who take books from the Library; and no book shall be taken until it shall have been entered in the catalogue, labelled, and numbered.

Once a year, immediately after the last Saturday in November, to present to the Trustees a detailed report of the condition of the Library, embracing the number of volumes, and such other facts as the Trustees may require.

These rules and regulations, or any of them, may be repealed or amended at any legal meeting of the Trustees, by a majority of the whole number.

RULES

FOR

THE BOARD OF TRUSTEES

OF THE

CAMBRIDGE PUBLIC LIBRARY.

RULES

FOR

THE BOARD OF TRUSTEES.

I.

THE Board of Trustees shall be organized at the first regular meeting in January of each year by the election by ballot of a President, Secretary and Treasurer, who shall continue in office until the regular meeting in the succeeding January, or until their successors are chosen. Vacancies in said offices may be filled at any regular meeting of the Board.

II.

The Secretary shall keep a record of all the proceedings of the Board of Trustees, and shall have the custody of all its record books and papers.

III.

The Treasurer shall have charge of all trust funds belonging to the Library; also of all sums donated to the Trustees for the purchase of books or otherwise. The funds to be invested shall be under the direction of *The Committee on Finance and Accounts*, subject to the approval of the full Board of Trustees. It shall be the duty of the Treasurer to collect all revenues accruing from said funds, or other sources, and dispose of the same as the Board of Trustees may direct.

IV.

Regular meetings of the Board of Trustees shall be held at the library each month, not earlier than the twenty-fifth day of the month. Said meetings shall be called by the Secretary by a written notice sent to each member.

V.

Special meetings may be called by the President or the Secretary at any time upon the written request of two Trustees. A written notice shall be sent to

each member of the Board of Trustees specifying the matter or matters to be acted upon at said special meeting.

VI.

The President shall be, *ex-officio*, a member of all the committees of the Board, and chairman of the Committee on Finance and Accounts, but not necessarily chairman of the other committees.

VII.

At the annual organization of the Board of Trustees there shall be appointed three standing committees, namely: A committee of four Trustees to be called *The Committee on the Library;* a committee of four Trustees to be called *The Committee on Books and Publications;* and a committee of two Trustees to be called *The Committee on Finance and Accounts.*

VIII.

The Committee on the Library and the Committee on Books and Publications shall be appointed by the President; but the Committee on Finance and Accounts shall be chosen by ballot. Vacancies occurring in these committees shall be filled at the next meeting after such vacancies occur, if possible.

IX.

The Committee on the Library shall have general care and supervision of the library building, and keep the rooms, furniture, and fixtures of the same in good order for use at all times, and to this end may purchase all necessary supplies. All assistants to be employed in the library, except those persons annually elected by the Board, shall be recommended to the Board for approval by the Committee on the Library. They shall also have the control of all other matters not delegated to the Committee on Books and Publications, or to the Committee on Finance and Accounts, or reserved for the action of the Board of Trustees.

X.

The Committee on Books and Publications shall select and purchase all books, periodicals, and printed matter intended for the use of the library or reading-rooms, and all materials necessary to preserve or prepare them for the public use. They shall also make such necessary regulations for the public use of the library or its branches as may

appear to them expedient, subject to the approval of the Board of Trustees. They shall cause an annual examination of all the books and publications in the library and reading-rooms to be made, and report their condition to the Board.

XI.

Every bill for expenses incurred by either of the standing committees, after having been approved by a majority of the members of said committee in meeting assembled and not separately, shall be endorsed on its face as being "*correct*" by the regular chairman thereof; or, in his absence, by some other person temporarily chosen as chairman. The bills shall then, after such endorsement, be given to the Committee on Finance and Accounts; and no bills shall be contracted except through the committees or the Board of Trustees.

XII.

The Committee on Finance and Accounts shall examine all bills brought against the city for expenditures connected with the library, and if correct

shall approve them through their chairman or other authorized member of the committee, and thus prepare them for the approval of the Board of Trustees. They shall approve no bill incurred by any standing committee without previous indorsement from such committee by the chairman or authorized member thereof acting for said committee. They shall keep a record of all bills thus approved, and when called upon by the Board shall state the condition and amount of the funds at its disposal. They shall see that the property in care of the Board is at all times well insured. They shall annually, or oftener, examine the securities comprising the trust funds for the benefit of the library held either by the Treasurer of the Trustees of the library, or any other appointed trustees. They shall present to the Board in the month of December, for transmission to the city government, an estimate of the needed expenditures of the library for the ensuing year.

XIII.

Neither committee shall have authority to expend a sum of money exceeding fifty dollars ($50.00) without receiving first the sanction of the Board to

the outlay. This rule shall not apply to the purchase of books, periodicals, and printed matter by the Committee on Books and Publications; and all the committees shall be subject to and governed by such votes and restrictions as the Board of Trustees may make.

XIV.

Annually, in the month of January, the Board shall elect by ballot a Librarian; shall appoint one or more assistants, a janitor, and such other employees as may be required; all of whom shall hold office at the pleasure of the Board, and shall receive such compensation as the Trustees shall determine. Vacancies in these offices may be filled at the regular meetings.

XV.

The Board shall appoint a committee, at or before the regular meeting in November, to prepare the annual reports as required by the city ordinance, for presentation to the city council to be printed with the other city documents.

XVI.

A majority of the whole Board of Trustees or of either of the before-mentioned committees shall constitute a quorum for the transaction of business.

XVII.

These rules may be amended by the affirmative vote of seven members of the Board of Trustees; but no amendment shall be made unless notice of the same shall have been given at a preceding meeting.

ACTS OF THE LEGISLATURE,

CITY ORDINANCES,

AND

RULES RELATING TO OR AFFECTING THE MANAGEMENT

OF

THE PUBLIC LIBRARY.

ACTS OF THE LEGISLATURE, CITY ORDINANCES, ETC.

Commonwealth of Massachusetts.

AN ACT FOR THE PRESERVATION OF BOOKS AND OTHER PROPERTY BELONGING TO PUBLIC LIBRARIES. — Approved, Feb. 26, 1872.

Be it enacted, etc., as follows: —

Whoever wilfully and maliciously or wantonly and without cause writes upon, injures, defaces, tears, or destroys any book, plate, picture, engraving, or statue, belonging to any law, town, city, or other public library, shall be punished by a fine of not less than five dollars, nor more than fifty dollars, or by imprisonment in the jail not exceeding six months, for every such offence.

AMENDMENT OF CITY CHARTER.

From a Legislative Act in addition to an Act to establish the City of Cambridge, passed April 14, 1853, and adopted by the inhabitants of the city December 5, 1853. — (Records, vol. II. page 83.)

"SECT. 9. All boards and officers, acting under the act of incorporation of the City of Cambridge, and intrusted with the expenditure of public money, shall be

accountable therefor to the city council, in such manner as they may direct.

"SECT. 10. No board or committee of the city council or of either branch thereof shall make any contracts in behalf of, or binding upon the said city, the amount of which contracts shall exceed the specific appropriations of the city council previously made therefor."

From Revised Ordinances of 1889 *of the City of Cambridge.*

CHAPTER II.

ACCOUNTS AND FINANCE.

Part of Section 3. "Before money is paid out of the city treasury, a requisition therefor, in writing, with detailed accounts attached, specifying the amount to be paid, and the party or parties to whom the payment is due, shall be made by the board or committee incurring the expenditure, upon the auditor."

Parts of Section 4. "Whenever an appropriation for any account is expended, . . . the Committee on Accounts . . . shall not pass or allow any claim or account chargeable against such appropriation until the city council provides the means of paying the same."

Parts of Section 8. "All accounts or claims against the city, before being sent to the auditor, shall be exam-

ined, and, if approved, certified by some board or committee, special or standing, as hereinafter provided: . . . bills chargeable to the appropriation for Cambridge Public Library, — by the trustees of the Library. . . . And all such boards or committees shall design to what appropriations such accounts or claims shall be charged."

Part of Section 9. "The several boards and committees above mentioned shall have the general supervision and control of the appropriations made to meet the expenditures of their respective departments."

Parts of Section 10. "And the several boards and committees above mentioned shall hold regular meetings, within the last seven days of each month, for the examination and approval of bills, including pay rolls. . . . Such boards and committees shall keep a record of all contracts and obligations entered into by them, the dates of the same, with the names of the parties and the amounts of such contracts and obligation, when the same are known; and also of the names of the persons whose bills are approved, and of the dates and amounts of said bills. A majority of each of said boards and committees, except the school committee, shall certify by their signatures upon such bills, their approval of the same, and pass them to the auditor on or before the morning of the second day of each month. . . . No bill shall be approved by any board or committee except at a meeting of which all the members have been notified, and at which there is a quorum present.

CHAPTER III.

CONTRACTS MADE IN BEHALF OF THE CITY.

SECTION 1. All boards and committees shall be governed in their purchases by the provisions of this chapter, and section nineteen of the joint rules and orders.

SECT. 2. All advertisements for proposals and purchases shall be published in one or more papers of the city not exceeding four, and elsewhere if necessary, and a copy of such advertisement shall be sent to the auditor for preservation. No expenditure shall be made, nor liability incurred, for any purpose, beyond the appropriation duly made therefor.

SECT. 3. Whenever advertisements for proposals for any work to be done for the city, or for any materials or supplies to be furnished, are made, the board or committee in charge of the work to be done shall cause suitable plans and specifications, and schedules of materials or supplies, to be prepared and shown to parties proposing to bid.

SECT. 4. Every contract exceeding three hundred dollars for any work to be done for the city, or for any materials or supplies to be furnished the city, shall be accompanied by a suitable bond for the performance of the same, or by the deposit of money or security to the amount of such bond. No proposal shall be accepted from or for any person who shall have broken a contract with the city during the three years preceding. All

written contracts shall be executed in triplicate, and one of said copies shall be deposited with the auditor.

SECT. 5. No proposal shall be received from any person offering to contract for such work, unless the same is sealed. Such proposals shall be at once placed in a sealed box in the department calling for the proposals, and the clerk of committees shall hold the only key to such box. All proposals shall be opened, read, and recorded in the city hall, at the hour and place designated in the advertisement, in the presence of the mayor or such person as he may designate. The contract shall be awarded to the lowest bidder complying with the terms; *provided, however*, if any such proposals shall be offered by persons who, in the judgment of the board or committee issuing the advertisement, shall be incompetent to perform their contracts in a workmanlike manner, or irresponsible in respect to their means of faithfully executing the same, such proposals may be rejected, notwithstanding the same be at a lower rate than other proposals offered for the same work, and the next higher bidder shall be substituted; and *provided, also*, in all cases, that the board or committee may reject all bids and issue new advertisements. All bids shall be preserved by the board or committee issuing the advertisement on the records of its department, and shall be open to public inspection after the contract has been awarded and accepted by the bidder.

SECT. 6. In all cases where the amount of any contract shall exceed the sum of three hundred dollars, the

contract shall be in writing; and, after being signed by the parties, no such contract shall be altered, in any particular, without the consent of the contractor, and of the board or committee making the contract, indorsed thereon. And all payments for extra work shall be made at the time of the final payment on such contract.

SECT. 7. Every contract shall provide that, in case of any alteration, so much of such contract as is not necessarily affected by the change shall remain in force upon all parties thereto. It shall also provide that no payment for work done under such alterations shall be made until the completion of the whole contract, and also that the adjustment and payment of the bill then rendered for such work shall release and discharge the city from any and all claims or liability on account of any work performed under such contract, or any alteration thereof.

SECT. 8. No board or committee shall make any contract in behalf of the city the execution of which shall necessarily extend beyond one year from the date thereof, unless special permission so to do has been given by vote of the city council, or of the branch having authority therein, or by the statutes of the Commonwealth.

SECT. 9. In every contract entered into on behalf of the city, and involving the employment of mechanics or laborers by the contractor, a provision shall be inserted to the effect that the board or committee, or other authority making such contract, may, if it deems it expedient to do so, retain out of any amounts due to such contractor sums sufficient to cover any unpaid claims of

mechanics or laborers for work or labor performed under such contract for thirty-five days after the completion of the work under the contract.

CHAPTER XXVIII.

The Public Library.

Section 1. The custody, care, and repairs of the Cambridge Public Library Building, and the superintendence and management of the Library is vested in a board of trustees, to consist of one member of the board of aldermen, one member of the common council, one member of the school committee, and six citizens at large to be chosen as hereinafter provided.

Sect. 2. There shall be elected annually in the month of January, or whenever a vacancy may occur, in convention of the city council, one member of the board of aldermen, one member of the common council, one member of the school committee to serve for the current municipal year. The citizens at large composing said board of trustees shall be elected as follows: In January, 1890, two trustees shall be chosen by the city council, in joint convention, to hold office, one for a term of three years, and one for a term of one year respectively from the third Monday in January in the year in which they are chosen. In January, of each year thereafter, two trustees shall be elected annually by the city council, as aforesaid, to hold office for the term of three years from the third Monday of the January of the year

in which they are elected, and in case of a vacancy in any of the above cases for the unexpired portion of the term.

SECT. 3. Said trustees may choose from their number a chairman and secretary, and five members of the board shall constitute a quorum for the transaction of business; they shall choose annually in the month of January, a suitable person to be librarian, who shall be removable at the pleasure of the board, and shall receive such compensation as the trustees may determine.

SECT. 4. The trustees shall expend all moneys presented to the library, or appropriated by the city council, for the purchase of books, the improvement of the library; its care, custody, maintenance for usefulness, and its preservation and care and repairs of the building. They may establish such fees for the use of the library, and shall make and publish such needful by-laws and regulations, as shall extend the benefits of the institution as widely as practicable throughout the community; and all moneys received for the use of the library shall be paid quarterly into the city treasury.

SECT. 5. The trustees shall present to the city council, annually, in the month of December, a report of their proceedings, and a statement of the condition of the library, the number of books added during the year, with an accurate account of all receipts and expenditures, together with any other information or suggestions which they may deem desirable.

SECT. 6. No money shall be paid from the city treasury on account of the library, except by order of the trustees, and in pursuance of an order signed by the mayor; and in no case shall the amount drawn exceed the amount appropriated for the library.

SECT. 7. Whenever any moneys are received into the city treasury, under the provisions of the one hundred and seventh section of chapter one hundred and two of the Public Statutes, the treasurer shall communicate to the mayor, in writing, a statement of the amount received, and the mayor shall thereupon draw his order, directing the treasurer to pay the amount to the board of trustees of the library, to be applied by them to the general purposes of that institution.

SECT. 8. All payments of money made in pursuance of the previous section, shall be in addition to the amount annually appropriated by the city for the library, and the amount thereof shall be added by the auditor to the appropriation.

From Joint Rules and Orders.

SECT. 19. Every committee authorized to purchase, on behalf of the city, materials or supplies, shall advertise for proposals for the same, whenever the cost may reasonably be expected to exceed the sum of three hundred dollars, unless otherwise specially directed by the city council.

This book should be returned to the Library on or before the last date stamped below.

A fine of five cents a day is incurred by retaining it beyond the specified time.

Please return promptly.

JAN 6 - '59 H

MAY 20 '60 H

5343731

AUG 31 '76

AUG 20 1992

WIDENER

SEP 10 1997

BOOK DUE

WIDENER

DEC 18 1998

BOOK DUE

WIDENER

APR 16 1992

DUE